

Soil and Water Conservation District Administrative Policies and Procedures		
Chapter 4 Employment		
Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	November 15, 2012

TITLE District Technician I

Position Allocation \$22,485
Allocation Hours 2080
Hourly Rate \$10.81

DEFINITION
 This position is responsible for performing technical duties for the soil and water conservation district. Work involves providing technical assistance to district landowners and cooperators in the area of soil and water conservation. Work is performed under supervision from the district board of supervisors.

DUTIES AND RESPONSIBILITIES
 Advises landowners on installing and maintaining soil and water conservation practices and systems within the soil and water conservation district.
 Assist in the check-out of conservation practices while following Soil and Water Districts Commission policies and NRCS design specifications.
 Assists with the conservation practice design, planning, staking of conservation practices.
 Participates in and provide support to district programs and activities.
 Gathers technical information to assist the district board in their needs reporting, decision-making, and policy-setting functions.
 Assist in developing the district needs assessment.
 Assists with report writing and developing conservation plans.
 Assists with the district’s annual maintenance follow-up on completed conservation practices.
 Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission and the soil and water conservation district board.

EXAMPLE OF KNOWLEDGE, SKILLS AND ABILITIES
 Introductory knowledge of computer systems and software.
 Introductory knowledge of current environmental issues, principles, techniques, and terminology.
 Ability to effectively demonstrate soil-sampling procedures.
 Ability to calibrate, operate, and maintain technical field equipment (i.e.: GPS, survey equipment, soil probe, etc.)
 Ability to read and interpret soils data, aerial photos, topographic maps, policies, standards, and specifications for use in laying out conservation practices.
 Ability to keep accurate technical notes documenting practice information.
 Ability to establish and maintain working relationships with co-workers and the public.
 Ability to communicate effectively.
 Ability to work independently and to exercise sound judgement and discretion.
 Ability to accurately complete assignments within specified timeframes.

Soil and Water Conservation District Administrative Policies and Procedures		
Chapter 4 Employment		
Position Descriptions	Effective date	Revised
Number: 4.01-03	January 1, 2009	November 15, 2012

Ability to work outdoors under all types of weather conditions.
 Ability to travel over rough and uneven terrain.

EXPERIENCE AND EDUCATION QUALIFICATIONS
 Possession of a high school diploma or a GED certificate.

Salary for this position will be based on the number of duties, experience, and education.